

DEPARTMENT OF MEDICAL EDUCATION

The 4th November, 1997

No. 7/112/97-2HB-IV.—The Governor of Haryana is pleased to constitute a “Board of Management” for the Pandit Bhagwat Dayal Sharma Post Graduate Institute of Medical Sciences, Rohtak and is further pleased to formulate following Rules of Business for the management of Pandit Bhagwat Dayal Sharma Post Graduate Institute of Medical Sciences, Rohtak.

1. **Definitions :** In this notification unless the context otherwise requires.

(i) “Committee” means Board of Management as constituted through this notification ;

(ii) “Institute” means the Pandit Bhagwat Dayal Sharma Post Graduate Institute of Medical Sciences, Rohtak including all its organs ;

(iii) “State Government” or “Government” means the Government of Haryana in the department of Medical Education ;

(iv) “Director” means the principal executive officer of the Institute ;

(v) “Prescribed” means prescribed by the committee :

Provided that for interpretation of the clauses of the notification the meaning of any term not specifically mentioned above shall be as prescribed or declared or understood by the committee.

2. **Constitution and Membership :**

The committee shall consist of the following :

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| (i) Minister-in-charge, Medical Education, Haryana | .. Chairman |
| (ii) Secretary to the Government of Haryana, Medical Education Department | .. Member |
| (iii) Secretary to the Government of Haryana, Finance Department or his representative not below the Joint Secretary | .. Member |
| (iv) Secretary to Government, Haryana, P.W.D. B&R Chandigarh | .. Member |
| (v) One Head of Department of the Institute by rotation every year | .. Member |
| (vi) Director General Health Services, Haryana | .. Member |
| (vii) Director Supplies & Disposal, Haryana, Chandigarh | .. Member |
| (viii) Director PGI MS Rohtak | Member-Secretary. |
| (ix) Principal Government Dental College, Rohtak | Permanent Invitee |

3. **Member-Secretary of the Committee and his Duties :**

(i) The Secretary of the Committee shall circulate the agenda and any other relevant papers to be considered by the committee with the approval of the Chairman. He shall also prepare a record of discussions and decisions taken by the committee and circulate copies to all concerned including the members, after getting the approval of the Chairman.

(ii) The Secretary shall maintain a permanent record of all the proceedings of the committee and shall be responsible for custody of the records of the committee.

4. **Quorum :**

One third members of the committee including the Chairman shall constitute the quorum for any meeting. However no quorum would be required for an adjourned meeting summoned after due notice.

5. **Frequency of the Meetings of Committee .**

The Committee shall normally meet once every three months. The Chairman of the committee may however requisition the committee to meet as and when required.

Normally not less than fifteen days notice shall be given for every meeting. However, Chairman may reduce the notice period up to 48 hours at his discretion.

6. Proceedings not Invalidated on Grounds of lack of quorum of insufficient Notice Period :

No action on the proceedings of committee shall be invalidated merely by reason of lack of quorum of insufficient notice period.

7. Powers and Functions of the Committee :

The powers and functions of the committee shall be as under :—

- (i) To prepare and execute detailed plans and programme for the institute and to carry on its administration and management ;
- (ii) To prepare budget estimates for each year and to sanction expenditure within the limits of the budget sanctioned by the State Government ;
- (iii) To prescribe rules and regulations for the admissions to be made on merit in accordance with criteria prescribed by the State Government or any other competent authority.
- (iv) To institute an award, fellowships, scholarships, prizes and medals ;
- (v) To oversee the welfare, health and discipline of students and to supervise general discipline on the campus and of the paid employees of the institute ;
- (vi) To recommend creation of administrative, technical, minister and other posts under the institute ;
- (vii) To sue and defend all legal proceedings on behalf of the institute. Upgradation of Teaching Technology ;
- (viii) To cooperate with other organisations in the matter of education and training in medical education of Faculty ;
- (ix) To enter into arrangements and agreement for or on behalf of the institute, within the scope of the constitution of institute and for furtherance of its objective ;
- (x) To appoint sub-committee or sub-committees for disposal of any business of the institute ;
- (xi) To delegate such of its powers as may be necessary to any officer or officers, employee or employees of the institute for the administration or management of the affairs of the institute ;
- (xii) To prepare and adopt the annual report, annual accounts and other resolutions relating to the financial matters of the institute ;
- (xiii) To make bye-laws for the regulations of and for the purpose connected with the administration and/or management of the institute
- (xiv) To plan and prescribe rules for training of faculty members and staff of institute ;
- (xv) To fix admission, tuition fee and other charges in the prescribed manner ;
- (xvi) To discharge any other responsibilities as assigned by the Government from time to time.

8. Privileges of the Committee :

- (i) In exercise of its duties the committee shall have the competence to issue any directions to any of the authority or individual connected with the affairs of Institute or to requisition the explanation or presence of any of the authority or individual connected with the affairs of the institute. When so directed or so required it will be the duty of such authority or individual to abide by the direction of the committee.

Provided that this clause does not confer any authority on the committee to issue directions to the Government.

9. Interpretation :

In the event of any dispute about the scope and extent of power and responsibility of the committee conferred through this notification and any difficulty arising in giving effect to the provisions of this notification the matter shall be referred by the Committee to the Government and the interpretation given by the Government shall be final.

10. Savings :

The rules and regulations governing the affairs of institute prior to the issue of this notification shall continue to govern the affairs of the institute till such time the committee has not made specific rules or taken specific decision to regulate such affairs for which the Committee is competent to decide as per this notification.

11. Restrictions :

The committee will not take any decision on any matter which is required to be placed before the Council of Ministers, Haryana or the Chief Minister, Haryana or the Governor of Haryana through the Chief Minister as per the Rules of Business of Government of Haryana, 1977 for decision.

Notwithstanding anything contained in this notification, the Government shall have all powers to amend this notification by way of addition, deletion, substitution, supersession or otherwise. The Government will further have powers to direct the committee either to act or to refrain from acting in the manner as required by the Government.

12. This issues with the concurrence of Finance Department convey,—*vide* their U.O. No. 4015/6 F.D.-II/97, dated 2nd December, 1997.

VEENA EAGLETON,

Financial Commissioner & Secretary to
Government Haryana, Health & Medical
Education Department.